

1997

# Ph.D. in Dispute Resolution Student Handbook

Nova Southeastern University

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*Nova Southeastern University  
School of Social and Systemic Studies*

Department of Dispute Resolution  
Ph.D. Program Student Handbook  
1997-98



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Department of Dispute Resolution

Ph.D. Program

Student Handbook

1997-98



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## **Mission Statement: Nova Southeastern University**

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality educational programs of distinction from pre-school through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The University fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

**Approved by the Board of Trustees, March 24, 1997**

## **Mission Statement: School of Social & Systemic Studies**

In the School of Social and Systemic Studies, we focus on academic excellence and leadership in the education of ethical, diverse, and reflective professionals who provide effective services to individuals, families, and larger complex systems. To this end, we constantly work to expand and improve the School's efforts in the areas of alternative programming, flexible degree planning, technological innovation, and student-centered service.

**Approved: October 24, 1995**

## **Notice of Nondiscrimination:**

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

## **Accreditation:**

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number (404)679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.





# **Department of Dispute Resolution Student Handbook - Ph.D. Program**

## **Introduction**

This handbook provides information specific to the Ph.D. Program in Dispute Resolution. You will find details about the policies and procedures of the program, as well as a suggested degree plan. Rules and regulations that are school-wide, as well as course descriptions and curricula of each of the school's programs, can be found in the catalog.

The Department reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University, the department, and the student. Such right includes modification to academic requirements, course sequencing, time scheduling, curriculum, tuition, and/or fees, when, in the judgment of the administration, such changes are required in the exercise of its educational and pedagogical responsibility. The only exception to this rule is that you will remain bound by the total number of credit hours required for the completion of the doctoral degree for the year in which you entered.

## **The Program**

The Ph.D. in Dispute Resolution is a 82-credit-hour program designed for individuals holding master's degrees who wish to: ground themselves in the foundational and current theoretical ideas informing the field of dispute resolution; enhance their ADR practitioner skills; learn research theory and methodology, particularly qualitative methods; and become supervisors and teachers in academic and direct service settings. You will first gain a solid research and theoretical foundation which will enable you to pursue further study toward a doctoral degree should your career plans come to include teaching and supervising at this level.

Most students complete the program in four to five years. Full-time enrollment (at least nine credit hours per semester, including the summer) must be maintained throughout the program; however, in special circumstances, a leave of absence can be obtained. Depending on how many courses you transfer from previous graduate work, there may be some semesters when there are fewer than three courses (nine credit hours) being offered that you require to complete your degree. In such cases, the program will consider you enrolled full-time when you are registered in all of the outstanding degree-plan courses available to you. Once you begin your dissertation, you must be registered for at least three credits per semester to be considered full-time; when you have completed 12 dissertation hours, you then drop to one unit per semester to stay enrolled in the system.

Your admission into the program is provisional until you successfully pass the Preliminary Review, taken during your third semester (see below). You must maintain a grade of B or better in all your courses during your first year, have no outstanding incomplete grades, and be in ethical and behavioral good standing [See "Student Conduct"] in order to be granted full admission in good standing to the second year of the program.

## **Transfer of Credit**

Graduate credit hours may be accepted for transfer into the doctoral program in Dispute Resolution. These must be courses taken at regionally accredited colleges or universities. All courses granted transfer status must be substantially equivalent to courses taught at Nova Southeastern University. Each applicant will be reviewed on an individual basis by the Department Chair. The department will not consider transfer of credit for elective courses in the program.

You must apply in writing for transfer of credit. Write a short memo to the Department Chair, with specific requests for the courses you wish to waive. You must submit official course descriptions and/or syllabi that document the content of the course(s) you wish to transfer facilitates the process. No more than two courses may be used to establish equivalence with a Nova Southeastern course.

To be considered for transfer credit, courses must have been completed prior to admission to the graduate program and less than seven years prior to the beginning of the student's first fall semester. Also, course grades must be "B" or higher. You may receive a complete transfer, which means you do not have to take our course equivalent, or you may get waiver of content, which means you may take another course instead of one included in your degree plan [i.e. electives]. The completed request for transfer of credit should be submitted to the Academic Administrator prior to your registration the first semester so that all options can be explored; you may submit a request later, but the impact on your degree plan may be different. Transfer credits or waivers of content which are approved will be recorded on your Nova Southeastern transcript.

Students who have graduated from the NSU's Master's Program in Dispute Resolution are not required to apply for transfer of credit in the manner described above. If you are one of our master's graduates, you will be given credit for the following courses, provided that you completed them within the last seven years and obtained a grade of B or higher:

- Introduction to Alternative Dispute Resolution and Ethical Practice (ADRM 5000)
- Legal Concepts (ADRM 5010)
- Communication Dynamics in ADR: The Human Factor (ADRM 5040)
- Family Mediation or Civil and Commercial Mediation (ADRM 5100 or ADRM 5110)
- ADR Practicum I (ADRM 5130)
- ADR Practicum II (ADRM 6130)

ADR Practicum III (ADRM 6160)  
Negotiation Theory & Practice (ADRM 5140)  
Violence Prevention & Intervention (ADRM 6170)  
Theories of Conflict Resolution (ADRM 6100)  
Communication and Diversity (ADRM 5020)  
Consultation (ADRM 6000)

## **Degree Plans**

A sample degree plan is offered below. The degree plan sets out a suggested sequence of classes for people who enter the program with no transfer-of-credit courses. Specialized degree plans will be created for those entering with transfer credits, or those who have graduated from our master's program. Degree-plan forms are available from the program office. After completion of your first semester, the Program Coordinator will review your degree plan with you, and give you a copy.

Sample Degree Plan: 82 credit hours

For students who enter with no transfer of credit, the following degree plan is recommended.

### **Year 1**

<b>Fall:</b>	9 credits Introduction to ADR and Ethical Practice (ADRD 5000) Legal Concepts (ADRD 5010) Communication Dynamics in ADR: The Human Factor (ADRD 5040)
<b>Winter:</b>	9 credits Family Mediation or Civil & Commercial Mediation (ADRD 5100/5110) Communication Patterns (ADRD 7200) Violence Prevention & Intervention (ADRD 6170)
<b>Summer:</b>	9 credits * Preliminary Review* Practicum I (ADRD 5130) Philosophical & Social Issues (ADRD 7010) Elective

## **Year 2**

- Fall:** 9 credits  
Theories of Conflict Resolution (ADRD 6100)  
Qualitative Research I (ADRD 7110)  
Practicum II (ADRD 6130)
- Winter:** 9 credits  
Comparative Legal Systems (ADRD 7030)  
Quantitative Research I (ADRD 7090)  
Practicum III (ADRD 6160)
- Summer:** 7 credits  
Quantitative Research II (ADRD 7100)  
Qualitative Research II (ADRD 7120)  
Doctoral Seminar (ADRD 7000) 1 credit

## **Year 3**

- Fall:** 9 credits  
Teaching & Training in ADR (ADRD 7500)  
Negotiation Theory & Practice (ADRD 5140)  
Elective
- Winter:** 9 credits  
Teaching & Training Practicum (ADRD 7510)  
Policy Research & Development (ADRD 7250)  
Dispute Resolution Systems Design (ADRD 7020)  
\*\* Oral Qualifying Exam

Upon successful completion of the oral qualifying exam, students will be permitted to register for dissertation. Students must register for a minimum of 3 credits per semester until accumulating 12 dissertation credit hours. If, at that time, a student has not successfully defended their dissertation, they must register for at least one credit of dissertation per semester. If the student has not made sufficient progress, they may be required to register for more than one credit hour following the required 12 credits, if they continue to require intensive review work from their committee.

Total Credits: 82

## **Faculty Advisors**

Each new student is notified of the name of their faculty advisor at first registration. Students may ask to change their advisor during the course of their studies based on personality or areas of interest and those requests are routinely granted by the Academic Administrator. If a student has any problem with their faculty advisor, they should immediately bring discuss this with their advisor. If a student is not satisfied or does not feel comfortable discussing the problem with the advisor, the student should then bring her\his concerns to the attention of the Chair. All such discussions are private and confidential, unless the student requests that the Chair to speak informally to the advisor.

The faculty advisor is a valuable resource. You should meet with your advisor at least once a semester. If you have questions, frustrations, or constructive concerns regarding a classroom experience or the program in general, talk with your advisor. The advisor will protect your anonymity if you prefer, but will bring your concerns to a general meeting of the faculty as a whole. The faculty meets twice monthly and is always interested in student concerns. If student representatives wish to attend portions of a particular faculty meeting either to participate in certain planning discussions or vocalize concerns with solution options, they are welcome to contact the Department Chair to arrange a place on the agenda.

## **Practicum Sequence**

To complete the Ph.D. degree in Dispute Resolution, the student must successfully complete four Practicum placements (Practicum I, II, and III and ADRD 7510, Teaching and Training in ADR Practicum). Practicum hours will vary by placement site and may include evenings, weekends, and weekdays. All practicum courses must be completed with a grade of "B" or better in order to continue the sequence.

Practicum I provides the student a laboratory-simulation setting and Practicum II and III provide a community placement for the student to develop and refine practitioner skills. Using the Practicum experience, students have the opportunity to apply theoretical concepts within a practical framework under the supervision of an on-site supervisor. The Practicum Coordinator will work with you during Practicum I to establish a placement suited to your interests, if possible.

The Teaching and Training in ADR Practicum supplements the Teaching and Training in ADR course in which students focus on developing resources and materials, oral presentation, teaching techniques and curriculum development. The Practicum experience implements this course work through teaching and training opportunities in a variety of university and community based settings.

The Practicum sequence is designed to offer the student a dynamic experiential opportunity to utilize conflict resolution methodology and theory in a variety of professional settings.



Practicum placements have been established in an array of settings, such as schools, prisons, court systems, parks, human services agencies, community organizations and corporations. Additionally, the student is encouraged to explore and initiate a Practicum setting specific to their own individual interests. If students find an appropriate site, the Practicum Coordinator will assist the student in calling the site and negotiating for a placement.

A separate agreement form and the pre-approval of the Practicum Coordinator is required for approval of the student's individually proposed Practicum site. Students may elect to take more than three practicums if they are interested in continuing an on-going project or research.

Doctoral students may also work as Teaching Assistants in Practicum I and other master's courses after completing the full Practicum sequence. However, selection of teaching assistants is made by the faculty teaching the Practicum course [See Teaching Assistant Policy below].

During Practicum II, the student is responsible for no less than 60 hours of agency contact time for the 14 weeks of the fall semester. Practicum hours may include evenings, weekends, and weekdays. Additionally, the student will attend a Practicum class with course work and faculty supervision. The student must receive contractual approval from both the Practicum Coordinator and the agency on-site supervisor before beginning the required Practicum hours. The student is responsible for documenting Practicum hours and receiving supervisor approval. Before the end of Practicum I in the summer, students will receive detailed instructions pertaining to the Practicum II and III procedures and responsibilities in the Practicum Student Handbook. During Practicum III, the student is responsible for no less than 90 agency contact hours during the fourteen week semester. Additionally, the student is responsible for attending the Practicum class.

All academic and Practicum I requirements must be successfully completed before the student may enroll for Practicum II, except for exceptional circumstances. Should exceptional circumstances delay the successful completion of Practicum II, the student must advise the Practicum Coordinator two weeks prior to the last scheduled class or risk a failing grade and postponement of Practicum III. All incomplete grades for Practicum II must be completed by the first Practicum III class meeting the following semester or the student will be administratively withdrawn from the Practicum sequence. Exceptions will be made on an individual basis with the approval of the Practicum Coordinator and Practicum Faculty Instructor.

Students are strongly encouraged to complete both Practicum II & III at the same site over two consecutive semesters; this allows for continuity of training and practice opportunities, and gives the Practicum site a chance to fully develop and utilize students' potential. Special cases will be considered by the Practicum Coordinator on an individual basis. The practice component of the student's Practicum is evaluated by the on-site supervisor each semester; this evaluation is combined with the classroom performance and course requirements and converted into a final overall grade by the Practicum Faculty.

Although employment and opportunities may developed from Practicum placements, students may not be paid for Practicum hours until the required number of hours are completed and grades assigned for the Practicum courses. All students are automatically covered by liability insurance provided by the University during their Practicum practice; this coverage is included in student registration fees and covers Practicum, as well as any other mediation, training, or consulting experiences the student may become involved in during the course of their program.

Practicum experience abroad is subject to a different set of policies and procedures. Please consult the Practicum Coodinator, in advance, for detailed information.

## **Students With Disabilities**

Students with medically documented learning, reading, auditory, or other valid disabilities should notify the Associate Dean prior to their first registration that accommodation may be needed. Written medical documentation of the disability will be required for the accommodations to be granted.

## **Teaching Assistant Policy**

### **Eligibility:**

All Ph.D. candidates who have completed their coursework, satisfactorily completed their oral qualifying exam, and given their subsequent capstone lecture are all eligible. No application is necessary; all ABD candidates are considered equally on the following criteria:

1. GPA and general academic achievement; past class performance
2. Maturity, responsibility, ability to perform the duties with regularity and punctuality
3. Knowledge and expertise in the subject matter taught
4. Financial need

Faculty teaching the practica each semester review and select the TA's for each semester. Students may inform a particular instructor, however, if they have an interest in being a teaching assistant with her/his particular course during a particular semester.

In circumstances when the pool of TA applicants described above is too small to cover all TA openings, the pool may be opened to PH.D students who have completed their coursework, even though they have not taken the orals or given a capstone.



## **Duties:**

A teaching may assist an instructor in the teaching, training, role play exercises, and other duties as assigned; in the case of Practicum II and III, teaching assistants (TA"s) shall be able to independently evaluate student reports on practice related issues, as long as there are no Ph.D. students in a TA's section. However, TA's must meet regularly with the assigned instructor to review student performance and attendance. The faculty person formally assigned to the Practicum course will attend final student reports on their settings. All grades will be determined and assigned by the faculty member in charge with input and guidance from TAs.

## **Faculty and Student Collaboration**

Collaboration between faculty and students in the presentation of academic materials at national and regional conferences, training, co-authorship of journal articles and book chapters, and mediation experience is encouraged. There are, however, guidelines for the protection of students ideas, work and course evaluations; for more detailed information, see the Department of Dispute Resolutions Training, Research and Conference Policy; this document is part of the Faculty and Staff Handbook and is available from the Director and the Assistant To The Chair. Each faculty member has a copy for review. Such collaborations should be undertaken with the full knowledge and approval of the faculty and Chair to ensure the ethical protection of students' rights.

## **Evaluation of Students**

There are two program evaluations that you must pass in the course of your doctoral studies. Each are described in detail below.

### **Preliminary Review**

During the summer semester at the end of your first year of study, your progress in the program will be formally assessed by the faculty. The materials used for this examination will be the Practicum evaluations from your first two semesters, informal faculty assessment of written course work and grade summary (supplied to the faculty by the staff) and a three- to five-page (double-spaced) self-evaluation submitted by you at least one week in advance of the preliminary review meeting.

This self-evaluation is designed to provide an in-depth accounting of your accomplishments and difficulties in the practice and academic areas of the program and a clear indication of your plans for the forth-coming year. It must be typewritten and free of errors. Students with visual, auditory or other types of medically documented learning disabilities should inform the Program Coordinator at the first registration, so that faculty may be informed and make individual accommodations during examination periods.

The meeting, lasting approximately one-half hour, will involve informal discussion between the student and two or three faculty members. Successes and challenges will be discussed. Following the meeting, this review committee will make one of the following recommendations to the faculty as a whole:

- a) Full admission into the program, effective the fall semester of your second year.
- b) Full admission into the program, effective the fall semester of your second year, with faculty recommendations for changes.

(In order to obtain one of these recommendations, all your grades must be B or higher, with no Incompletes. Courses with a grade C may have to be retaken, pending the recommendation of the committee)

- c) A continuation of your provisional status, with full admission contingent on you satisfying one or more specified criteria in the course of a specified amount of time.
- d) A refusal to fully admit you or to allow provisional continuation in the program.

The faculty vote to accept or to question the committee's recommendations. If the recommendations are accepted by the faculty, you will receive a letter informing you of the committee's determination.

If the faculty accepts a committee recommendation for dismissal, it becomes effective immediately. Tuition and registration fees for the semester in which you were presently enrolled would, in such a case, be refunded according to the standard University refund policy set by the Registrar.

If the faculty votes to question a committee recommendation, you will receive a letter explaining this and asking you to attend a meeting with the director and the faculty as a whole. During this second meeting your academic and behavioral standing will be discussed and you will have an opportunity to present your views and ideas. Subsequent to this second meeting, the faculty will come to a decision regarding your status in the program, and you will be informed of that decision by mail.

You have the right to appeal such faculty decisions. See the section on Student Rights and Responsibilities and Grievance Procedures in the school catalog for procedural information.

## **Oral Qualifying Exam**

The oral qualifying examination is given, after students have completed all of the required course work, except dissertation hours. Successful completion of the oral qualifying examination is required to move to advanced standing, select a dissertation committee, present the capstone lecture, and begin dissertation research.

The oral examination is 2 hours in length. The student comes to the examination prepared to discuss any area of the dispute resolution field with a three member faculty review committee; all three faculty members must be full time members of the Department of Dispute Resolution. The content areas covered during the oral qualifying exam are divided into four major categories: **theory, research and methodology, practice and substantive area knowledge [family, civil/commercial, community, real estate, courts, etc].**

At the end of the examination the faculty will grade the student on a pass/fail basis in each of these four categories. An evaluation guideline form is used by the examining faculty to provide a written record of the oral examination review; that evaluation form becomes a permanent part of the student's record and resides in the student's departmental file.

Students are assessed on the substantive content of their oral answers [60%], logical and coherent style of the oral discussion [20%], and relevant use of class and other academic material and written work as illustrative examples of concepts [20%] in each examination category. A student must receive a score of 80% or greater in each category to pass. A student must have passing grades from two out of three faculty reviewers to pass; it need not be unanimous.

Failure of any two content categories will result in automatic termination from the doctoral program. Category failure is determined by a majority vote [two of three] of the examining faculty. There will be no re-take exam for students who fail the oral exam. If a student fails in one category, s/he must retake that portion of the oral examination in order to continue in the program. Completion of the second examination must take place within 30 days of the initial examination; the student will not be permitted to register for subsequent course work or work on the dissertation until all four parts of the examination are successfully completed. A second, subsequent failure of the exam category will result in termination from the doctoral program.

Following the successful completion of the oral qualifying examination, each student will present a public lecture, or capstone, on a topic related to their dissertation. All students, faculty and the general public will be invited. This capstone presentation will be scheduled for one hour, and will be followed by a general question and answer period. The capstone presentation is evaluated on a pass/fair basis and must be completed before the end of the fall semester following the qualifying examination or the student will be dropped from the doctoral program.

## **Student Conduct**

Students are expected to comply with the legal and ethical standards of the institution. Academic or non-academic dishonesty and/or misconduct will result in disciplinary action. Examples of dishonesty include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging and/or altering institution documents and/or academic credentials.

Examples of misconduct include, but are not limited to:

- theft
- vandalism
- disruptive behavior, in or outside of class
- possession or use of firearms, fireworks or explosives
- possession or sale of illicit drugs
- any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against any faculty or staff member or members of a particular racial, ethnic, religious, or cultural group
- threats of or actual damage to property or physical harms of others
- written or verbal threats to individuals

Student behavior must not interfere with the rights, safety, or health or members of the University community or interfere with other students' rights to learn or speak freely. Students are expected to abide by all University, center and departmental rules and all local, state, and federal laws.

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to its programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multi-user time-sharing systems to single-user terminals and personal computers, whether freestanding or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life, and it is of equal importance. Also students are expected to abide by the Nova Southeastern University Code of Conduct. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, the student technology user must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other user's rights to privacy.

Any alleged violation of any of these academic, conduct, or supplemental ethical standards may result in review by the faculty of the Department of Dispute Resolution as a whole with the student present for discussion. The faculty, through the Chair, will make recommendations which will be forwarded to the Dean. The Chair, with the support of the Dean may, after faculty review, immediately suspend students pending an immediate hearing, put a student on probation for a specific length of time pending review, or permanently expel the student from the program. Additional detailed information concerning student rights and responsibilities may be found in the school's catalog.

## **Privacy of Records**

Nova Southeastern University maintains a system of records that includes application forms, letter of recommendations, admission test scores, and transcripts of student's previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the Academic Administrator. However, the Department will not release transcripts of students' academic records until all their accounts have been paid; the Department considers each student's file confidential, and will release only those documents specifically requested in writing by the student. If you have waived your right to see your letters of recommendation, those cannot be released, even at your request.

## **Student Evaluation of Classes**

At the end of each semester, you are given the opportunity to provide the program with your feedback on the courses you took. This is a serious responsibility which enables the faculty to supplement their peer evaluation and review process, monitor the impact of the curriculum, and incorporate student opinions into future classroom activity.

Your anonymity is protected in the following ways: a) forms are distributed by the Academic Administrator while the instructor is not present in the class; b) you fill in both the quantitative and qualitative part of this evaluation, and return it unsigned to the manila envelope; c) the unmarked evaluations are taken directly to the Assistant To The Chair's office. During and after she prepares and analyzes the forms, they are kept in a locked drawer, with instructions that no one, including the Chair, may see the originals before they are processed and destroyed; d) the typed evaluation are returned to the Academic Administrator in course related envelopes; e) faculty members do not receive typed analyses of their course evaluations from the Academic Administrator until they have submitted all grades for the semester.

## **Minimal Technological Qualifications for Graduation**

All master's and doctoral students must demonstrate minimal mastery of the following areas of technological practice before they are allowed to sit for the comprehensive examination.

- Word processing , including the ability to edit, spell and grammar check, and make basic editorial changes to written work (margins, page numbers, etc)
- Be conversant in the university e-mail system, able to upload and download documents from within and outside the system, send messages to faculty and staff, and be responsible for messages sent on a regular basis to your e-mail address with announcements, job opportunities, and other departmental items of interest



- Be able to access the Internet, searching for topics relevant to research papers and class projects
- Know how to access WEB pages of various interest groups and organizations that are relevant to your studies

These skills and exercises will be introduced in the computer training in new student orientation, and practiced and evaluated throughout the program in class room assignments and exercises. Computers are available in the School, the computer lab in the business tower, and on main campus for student use. University personnel are also available at these locations to assist those who need additional or refresher instruction in these areas. A great deal of communication between faculty, administration and students takes place on e-mail, so students are advised to check their e-mail every two or three days. With computers available at multiple sites, and all students assigned a password at registration, there is no excuse not to check your e-mail or be unable to complete computer related assignments if you do not have a computer and modem at home.

## **Plagiarism**

The word plagiarize comes from the Latin plagiarius, kidnapper. Plagiarism is literary thievery and as such is tolerated by neither the program nor the university (see the school catalog under Student Rights and Responsibilities). In class assignments, your comprehensive exam, and any articles you write for publication, sources for your ideas must be acknowledged. Quotations from, and paraphrases and summaries of, the work of others must be referenced in APA format.

Other forms of academic responsibilities include, but are not limited to cheating, conspiracy to commit academic dishonesty, misrepresentation, bribery in an attempt to gain an academic advantage, forging or altering documents or credentials; and knowingly furnishing false information to the institution.

## **Probation**

A student will be placed on academic probation if their grade point average falls below a 3.0 or they accumulate two or more C's; only one C can exist on a student record. All other courses receiving a grade of C must be retaken at the students' expense. All Incompletes must be resolved by the end of the following semester or they will automatically revert to F. A student receiving an F will result in the student needing to repeat the course at their own expense, and the student is automatically placed on academic probation.

Students remaining on academic probation more than four semesters will be dropped from the program.

## **Residency**

Except for dissertation hours which may be taken out of state or abroad for the purposes of data collection and research, students must reside locally and attend all classes on a regular, on-going basis. Additionally, students may transfer a maximum of 9 credits for studies completed at other universities (see Transfer of Credit). All other course work must be taken at Nova Southeastern University.

## **Dissertation**

Specific details about how to go about writing your dissertation can be found in the school's Dissertation Guidelines, available from the Chair or Assistant To The Chair. These guidelines are distributed during the Doctoral Seminar, but you may ask for a copy at any time.

You may begin enrolling in dissertation hours once you have successfully passed the oral qualifying exam and completed your capstone lecture. You must take a minimum of three hours of dissertation credits per semester to be considered enrolled full-time by the program.

Students must continue to register for dissertation hours until they complete and successfully defend their doctoral dissertation. This may entail taking more than the minimum 12 dissertation credit hours stipulated in the catalog. If, for some reason, you cannot continue working on your dissertation, you may apply in writing for a leave of absence. If you request a leave for longer than a semester, or if you take a second semester-long leave, it may not be possible, upon your return, to continue with your original dissertation chair.

## **Graduation**

Students have seven calendar years from the beginning of your first fall semester in the doctoral program to complete your degree requirements. If, after seven years, you have not yet graduated, you will need to retake all courses for which you received transfer of credit. Each semester thereafter you will be responsible for the Ph.D. courses taken more than seven years before you entered the program. A one-year extension may be granted under extenuating circumstances. Leaves of absence, even for medical reasons, taken during the course of the program do not extend the seven year deadline.

All students must have completed all course work with a grade average of 3.0 or better, passed their oral qualifying examination, presented a capstone lecture, prepared an approved research proposal, completed and successfully defended the Ph.D. dissertation to be eligible for confirmation of the Ph.D. degree.

## **Human Subjects Research Committee**

All research projects undertaken at NSU, whether as part of your course work, dissertation or under the auspices of a grant must be approved by the University Institutional Review Board. Many projects will be exempt, while some will require full review by the Board.. A proposal must be submitted to Dr. Chris Burnett, Department of Family Therapy, the SSSS liaison to the IRB. Contact Dr. Burnett for more details and application forms.

## **Advertising**

It is against University policy for students to advertise their business activity, even if program related, through e-mail or mail box distribution to faculty, students and staff.

## **Student Publications**

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecent, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
3. All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.



## **Student Participation in University Governance**

In furtherance of its commitment to teaching and learning, Nova Southeastern University encourages student participation in institutional decision making.

Within each center, elected student government bodies can provide vehicles for student expression of views and opinions on issues of institutional policy. Officers of the student governments are members of the President's Student Advisory Committee which meets monthly with the President and appropriate senior administrative staff to discuss university matters of general interest to the student body.

Additionally, students are regularly invited to participate on committees, task forces, and ad hoc groups dealing with issues of concern to students, including curriculum review, class and faculty evaluations, and practicum related issues.

### **Further Questions**

If you have questions that are not addressed in this handbook, you may wish to refer to the school catalog. If your query remains unanswered, or if you require clarification, please contact the Chair or the program office.

## **Ph.D. Curriculum**

<b>Theoretical Foundations:</b>	Introduction to Alternative Dispute Resolution and Ethical Practice: (ADR 5000) Legal Concepts (ADR 5010) Communication Dynamics in Dispute Resolution: Understanding the Human Factor (ADR 5040) Theories of Conflict and Conflict Resolution (ADR 6100) Philosophical and Social Issues in ADR (ADR 7010) Comparative Legal Systems (ADR 7030) Communication Patterns in Dispute Resolution (ADR 7200)
<b>ADR Practice and Applications:</b>	Family Mediation (ADR 5100) or Civil and Commercial Mediation (ADR 5110) Dispute Resolution Systems Design (ADR 7020) Teaching and Training in ADR (ADR 7500) Violence Prevention and Intervention (ADR 6170) Negotiation Theory and Practice (ADR 5140) Policy Research and Development (ADR 7250)
<b>Research:</b>	Qualitative Research I: Data Collection (ADR 7110) Qualitative Research II: Data Analysis (ADR 7120) Quantitative Research I: Methods and Tools (ADR 7090) Quantitative Research II: Analysis and Statistics (ADR 7100) Doctoral Seminar (ADR 7000) Dissertation (ADR 7900)
<b>Supervised Practice:</b>	ADR Practicum I: Laboratory Simulations (ADR 5130) ADR Practicum II: Supervised Observation and Practice (ADR 6130) ADR Practicum III: Supervised Practice Internship (ADR 6160) ADR Practicum IV: Teaching and Training (ADR 7510)

### **Course Descriptions**

(All courses are 3 credit hours unless otherwise specified)

#### **ADR 5000 - Introduction to Alternative Dispute Resolution and Ethical Practice**

A survey of the history of and philosophical foundations of healing, peacemaking, problem solving and dispute resolution. Students will explore personal issues related to hostility and conflict and gain basic insights into the specific skills and techniques applicable in the ADR field. Offered in fall.

**ADRD 5010 - Legal Concepts**

A basic introduction to legal concepts, rules, research methods, and practice in the U.S. This course focuses primarily on the operation of the legal system, an important system of dispute resolution in our society. This course also discusses how legal concepts and processes relate to other dispute resolution processes. Offered in fall.

**ADRD 5040 - Communication Dynamics in Dispute Resolution: Understanding The Human Factor**

An in-depth study of communication skills and techniques used in dispute resolution sessions. Students are introduced to a variety of interpersonal communication and interviewing models. The focused on guiding students to understanding the range of human emotions encountered in these sessions, and the effect of these emotions on reaching accord. Offered in fall.

**ADRD 5100 - Family Mediation**

Examines mediation techniques used to settle divorce, custody, parent-child, and other disputes involving family members. May be substituted for ADRM 5110. Offered in winter.

**ADRD 5110 - Civil and Commercial Mediation**

Examines civil and commercial mediation techniques used to settle nondomestic cases involving such issues as personal injury, medical malpractice, contracts, construction, real estate, and product liability. May be substituted for ADRM 5100. Offered in winter.

**ADRD 5130 - ADR Practicum I: Laboratory Simulation**

Provides an introduction to a variety of skills, procedures, and settings in which disputes are handled in society. Includes exercises aimed at developing skills in ethical decision-making, assessment, intake, and mediation processes. Prerequisites: ADRM 5000, 5100 or 5110. Offered in summer.

**ADRD 5140 - Negotiation Theory and Practice**

This course examines conflict intervention from the perspective of the disputant/negotiator. The integration of theory and practice will emphasize the tactics, strategies, and operations of effective and ineffective bargaining behavior. The course develops negotiator skills and knowledge leading to collaborative based behavior and solutions. This is complimented by facilitation/mediation research which aids the intervenor in moving the process toward integrative or "win-win" outcomes. Prerequisite: ADRM 5000. Offered in Fall.

**ADRD 6130 - ADR Practicum II: Supervised Observation and Practice**

Provides the opportunity for observation of ADR specialists in a variety of supervised settings and initial practice opportunities with close supervision. Prerequisite: ADRM 5130. Offered in fall.

**ADRD 6160 - ADR Practicum III: Supervised Practice Internship**

Provides supervised but more independent opportunities to co-mediate and provide direct intervention and service delivery in a field placement setting under the supervision of in-house personnel and with faculty overview. Prerequisite: ADRD 5130,6130. Offered in Winter.

**ADRD 6170 - Violence Prevention and Intervention**

This course examines various theories of human aggression and violence, exploring their underlying assumptions about human nature and the causes of violence. Also included is an introduction to a range of violence intervention and prevention approaches developed for use at the interpersonal, intergroup, and societal level. Prerequisite: ADRM 5000. Offered in Winter.

**ADRD 7000 - Doctoral Seminar**

Provides a general orientation to doctoral study. Students explore research, writing, and library skills necessary for authoring papers in doctoral courses and designing a doctoral dissertation. This course is required in the first semester of the first year for students with a Master's in Dispute Resolution and in the first semester of the second year for students with a Master's in another discipline. 1 credit. Offered in summer.

**ADRD 7010 - Philosophical and Social Issues in ADR**

A review of philosophical and social contexts and issues relevant to the understanding and practice of ADR. The nature of peace, conflict, neutrality, third party involvement, race, gender, and power are discussed. Offered in summer.

**ADRD 7020 - Dispute Resolution Systems Design: History and Contemporary Practice**

An introduction to the basic concepts of dispute resolution systems design. Includes an exploration of the influence of organizational culture and prevailing social and cultural norms on the design and implementation of ADR systems. Examines dispute resolution systems for neighborhoods, religious organizations, ethnic groups, business associations, and other settings that have relatively clear boundaries and shared norms. Offered in winter.

**ADRD 7030 - Comparative Legal Systems**

Offers a cross-cultural and historical study of diversity in the meaning of conflict and conflict management in relation to various types of family and social organization. Provides an in-depth review and analysis of alternatives to western legal systems, and will look at traditions and philosophies including Muslim, traditional African, and socialist legal systems (China). Both traditional and modern forms of arbitration, mediation, and conciliation in these settings will be discussed. Offered in winter.

**ADRD 7110 - Qualitative Research I: Data Collection**

Provides an introduction to a range of qualitative data collection methods with particular focus on techniques used in research on conflict and conflict resolution, including participant observation, content analysis, behavioral mapping, and nonintrusive measures, as well as a review of relevant research literature in the field. Students will perform various data collection tasks for use in Qualitative Research II. Offered in fall.

**ADRD 7120 - Qualitative Research II: Data Analysis**

Provides an in-depth look at additional methods used to analyze qualitative research data, including content and discourse analysis, the case study, descriptive ethnography, archival measures, and community studies. Introduction to computer programs designed to assist researchers with analysis of qualitative data. Prerequisite: ADRD 7100. Offered in summer.

**ADRD 7090 - Quantitative Research I: Methods and Tools**

Covers a range of quantitative research methods including questionnaires, interviews and surveys, sampling, attitude and rating scales, tests of statistical significance, experiments and the basics of descriptive statistics and uni-variate analysis. Offered in winter.

**ADRD 7100 - Quantitative Research II: Analysis and Statistics**

Building on ADRD 7120, this course explores various methods of analyzing and presenting quantitative research data. Includes common concepts and techniques for analyzing results of survey and experimental research projects: computer statistical programs and an in-house database, bi-variate and multi-variate analysis, index and scale development, and more-advanced techniques such as regression analysis. Prerequisite: Quantitative Research I (ADRD 7120). Offered in summer.

**ADRD 7200 - Communication Patterns in Dispute Resolution**

A study of language and discourse systems, linguistic analysis, theories, and practices in conflict resolution. Includes overview of various systems theories. Offered in winter.

**ADRD 7250 - Policy Research and Development**

Analysis of current policy issues in the ADR field with an emphasis on the design, implementation and evaluation and analysis of legislation, state and local policy initiatives in Florida, the United States and abroad. Offered in winter.

**ADRD 7500 - Teaching and Training in ADR**

An introduction to teaching and training in ADR. Reviews instructional models and teaching literature with an emphasis on teaching the adult learner. Offered in fall.

**ADRD 7510 - Teaching and Training in ADR Practicum**

Provides an opportunity for supervised teaching and training experience in graduate, undergraduate, continuing education, video and curriculum development, seminar, and/or workshop instruction in ADR or related field. Prerequisite: Teaching and Training in ADR (ADRD 7010). Offered in winter.

**ADRD 7900 - Dissertation**

Focuses on the development, writing, and defense of the dissertation. When approved, students register for at least 3 credits per semester for a minimum of 12 credits. Prerequisites: successful completion of the oral qualifying examination, capstone lecture, and the approval of the Dissertation Committee.



